

Notary Instructions for Token Verification

Notary Instructions for Verification of Identity and Password Token Possession for the Oak Ridge National Laboratory

Overview

Oak Ridge National Laboratory (ORNL) provides services to many users, projects and programs. ORNL uses one-time password technology (see figure 1) using RSA password tokens for credentials to access ORNL resources remotely. **For certain resources or activities, ORNL requires identity proofing to authenticate a user's identity and possession of an ORNL token, prior to the token activation.** The Notary verifies the identity of the applicant and maintains records of the identity proofing credentials that may be disclosed in the future to an authorized individual or investigative agency.



Figure 1: RSA SecurID tokens

If you have any questions regarding these instructions, please contact ORNL using the contact information provided on the *Token Verification Form* included with these instructions.

Notary Instructions

The user must perform this identity proofing and token possession process **in person. No exceptions.** A record of the identity proofing shall be maintained by the Notary in the Notary records.

The identity credential must be a **valid government picture id** (Passport or State-issued identification, i.e. Drivers license)

Step 1: The user fills out and signs the ORNL Token Verification Form in person with the Notary.

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Step 2: The Notary will inspect the government/state issued identification and confirms the identification information is consistent with the information provided by the user on the ORNL Token Verification Form. **Compare picture id to user and record the ID number, address and date of birth in the Notary records.**

Step 3: Confirm the possession of the token and verify the serial number on the back of the token. The token serial number must be recorded on the ORNL Token Verification Form.

Step 4: Once the identity and token possession is verified the Notary can execute the form and place the Notary seal on the form.

Step 5: The user must use overnight delivery or regular mail to send the original ORNL Token Verification Form to ORNL. The mailing address is provided on the form.

The Notary process is complete.

Definitions

Identity proofing – a verification process where an individual provides proof of identity

Notary – Person who acts on behalf of ORNL for identity proofing and token possession and is state-licensed as a Notary Public.

User – Person who has permission to access resources at Oak Ridge National Laboratory for the purpose of research or scientific collaboration.